

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: SENIOR ACCOUNTANT

Posting# 2122-0514jhm

REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma to receive College credit - internet printouts & photocopies are acceptable

STARTING SALARY: Step 47; \$2,161 bi-weekly *(plus benefits package)
Step increase available after completing probation and annually thereafter.

OPENING DATE: April 25, 2014

CLOSING DATE: May 12, 2014

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: Under general supervision from Financial Officer, performs advanced professional accounting duties for Utah County.

DUTIES INCLUDE: Maintains and has responsibility for the General Ledger. Ensures accuracy in processing and posting accounts payable, accounts receivable, cash, and payroll transactions; prepares and enters adjusting journal entries; monitors asset and liability accounts. Prepares financial reports and analyses. Performs cash flow analyses; maintains a tracking system for all assets of Utah County. Oversees year-end closing and prepares for year-end audit; coordinates the annual audit and is the primary contact with outside auditors; prepares detailed schedules and work papers for the independent auditor. Supervises accounts payable and accounts receivable personnel in their various duties and completes annual reviews for them; assists in scheduling, hiring, and disciplining these positions.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge: of governmental accounting principles and regulations; uniform accounting standards as issued by the State Auditors Office; fund account, budgeting, general ledger, auditing, financial planning and reporting practices; grant requirements and regulations; trust funds and current market trends.

Skill in: written and verbal communication; organizing and keeping track of all County assets; various computer systems and applications; resolving a wide range of problems dealing with accounting and fiscal operations; supervisory functions and responsibilities; various computer systems and applications; supervisory functions and responsibilities.

Ability to: perform financial analysis and research; make effective presentations; make effective presentations; train and evaluate new and seasoned County employees; maintain cooperative relationships with the public and other County employees; supervise technical and clerical personnel

REQUIREMENTS FOR EMPLOYMENT: Equivalent to a Bachelor's degree in accounting or a related field; and five (5) years of accounting/general ledger/ financial analysis work experience; preference may be given to those with governmental experience or Certified Public Accountants. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.



UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER